

Submit this form to: Nica Carte, Enrollment/ANB Specialist
(406) 444-4401, ncarte@mt.gov

Distance Learning Enrollment Report

For School Year 2005-06

Due to OPI: May 10, 2006

Purpose: This form is used by school districts to report to OPI the students who took distance learning courses during the year but were not enrolled on the official count dates. Information reported here is used to determine the additional ANB the district is qualified to budget for the ensuing year. *** ***See instructions on back of form.*** ***

[illegible]

Attach additional sheets if needed.

Distance Learning Enrollment Report -- For School Year 2005-06

Instructions:

Submit completed form to:

Nica Carte, Enrollment / ANB Specialist
PO Box 202501
Helena, MT 59620-2501
(406) 444-4401 FAX (406) 444-0509
ncarte@mt.gov

Due to OPI:

May 10, 2006

Purpose: This form is used by school districts to report to OPI the students who took distance learning courses during the year but were not enrolled on the official count dates. Information reported here is used to determine the additional ANB the district is qualified to budget for the ensuing year.

Which students should be reported here?

Use this form to report students who meet ALL the following 5 criteria:

- (1) During this school year, the student was enrolled in a program or course at district expense using electronic or offsite delivery methods, including distance learning programs, online programs, or technology-delivered learning programs while attending a school of the district or any other nonsectarian offsite instructional setting with approval of the trustees of the district;
- (2) The student was not enrolled on the official count date in the semester in which the student was enrolled in the distance learning course or program;
- (3) The student met residency requirements of MCA 1-1-215, or lived in the district and was eligible for IDEA services, or was enrolled in the district under a mandatory attendance agreement under MCA 20-6-321;
- (4) The student was at least 5 years old and had not reached 19 years old by September 10 of the school year;
AND
- (5) The student was offered access to the full range of educational services for the basic education program required by accreditation standards, whether or not the student accessed all available educational services.

How do credits convert to hours of enrollment?

OPI will convert student high school and middle school credits to equivalent hours to determine the number of aggregate hours of pupil instruction for part-time or full-time enrollment under MCA 20-9-311. One (1.0) credit will be counted as 135 equivalent annual hours of pupil instruction. One-half credit (0.5) will be counted as 67.5 equivalent annual hours. Students must be enrolled at least 181 hours annually to generate partial ANB funding. Elementary student enrollment in distance learning courses will be considered for possible conversion to ANB on a case-by-case basis.

Other Instructions:

Course Name and Registered Provider: Courses and providers must be registered with OPI, except if delivered by the district to its own resident students, and are subject to requirements of A.R.M. 10.55.907. Contact the OPI Accreditation Division at (406) 444-2410 for information concerning registered providers.

School Code (Sc): Identify the school in which the student was enrolled, using the 4 digit school code assigned by OPI. For Sc codes, see the Directory of Montana Schools, the district's MAEFAIRS reports, or the Annual Data Collection (ADC) report.

Student Name: Report only the students who enrolled before May 1 of this school year.

Counted in Oct. 3, 2005 Enrollment? / Feb. 1, 2006 Enrollment?: Check "yes" if the student was included in the official enrollment report submitted to OPI for the given dates. [NOTE: A student enrolled on an official count date will not be counted as an additional distance learning student for that semester.]

Distance Learning Credits: Report full or half credits for the student, regardless of whether a passing score was received or the student completed the course.